Configuration Management Steering Group (CMSG)
March 17, 2003 10:00 – 12:00

A Configuration Management Steering Group meeting convened on March 17, 2003. The objectives of the meeting were to provide status of current NAS CCB CM Operations, review CM Practices Evaluation Report findings, review the NAS Technical Architecture and to discuss the implementation of WebCM. Rebecca T. King, Program Director for NAS Configuration Management and Evaluation, ACM-1, chaired the CMSG meeting.

This summary package includes:
- CMSG Action Items
- Major Actions and Agreements Summary
- Meeting Discussion Summary
- List of Attendees

CMSG Action Items

Action Item	Lead Action	Due Date
1. ACM provide the CMSG Charter and Operating procedures to CMSG members to review for discussion at the 3/31/03 CMSG meeting.	ACM-1	3/28/03
2. Conduct a follow-on meeting to discuss relationships between the NAS Architecture and CM.	ACM-1/ASD-100	4/14/03
3. Review CMPP and provide comments to ACM-1 or ACM-20.	CMSG members	3/27/03
4. Meet with ATB-300 to discuss WebCM implementation and organization requirements	ACM-20	3/31/03
5. Review the method by which the NAS requirements are being validated and the associated changes are being incorporated.	ASD-100	TBD

Major Actions and Agreements Summary

1. **CMSG Charter and Operating Procedures:** ACM-1 took an action to provide the CMSG Charter and Operating Procedures to the CMSG for review and requested that the CMSG evaluate the current CMSG structure and participants to ensure that the right level of visibility and action for CM issues important to the Agency are highlighted and addressed. (Action Item 1)

2. **CM Program Plan:** The CMPP was provided to the participants of the CMSG for review and comment in preparation for the second session of the CMSG scheduled for March 31. (Action Item 3)

3. **NAS Architecture:** ACM-1 will schedule a meeting with ASD-100 for follow-on discussions on the NAS Architecture, level of control and requirements management impacts on the CM process and the NAS baselines. (Action Item 2)

4. **NAS Architecture:** ASD-100 took an action to validate the method by which the requirements are being validated.   The NASSRs are located in the CATS-I tool, but it is not clear if the change notices or new changes against those requirements have been incorporated. (Action Item 5)

CMSG Meeting Summary

Rebecca T. King opened the meeting, welcomed the attendees and presented the agenda. She invited the CMSG members to review and comment on the Configuration Management Program Plan for discussion at the next session of the CMSG, which is scheduled for March 31, 2003. Ms. King also suggested that the CMSG Charter and Operating Procedures be reviewed to ensure the right people at the right levels of management are involved in the decision making process for CM and related activities.

The following agenda items were covered:

Status of NAS CM Operations

James Winbush, ACM-20 provided a status of current operations for the NAS CCB. The NAS CCB continues to improve its change processing efficiency. Through weekly meetings, metrics collections, proactive follow-up, and adjudication of proposed changes at the NAS CCB pre-brief and as walkthroughs, processing time has been reduced to under 40 days. NAS CCB related issues identified included:

- The relationship of the Data Release Review Committee (DRRC) to the NAS CCB. Approval of the release of NAS data to external entities is given by ATS-1. Actions resulting from an ATS-1 decision oftentimes include generation of case files/NCPs. CM practitioners and originators need to be aware that regardless of the baseline impact, all changes resulting from a DRRC decision must go through the NAS CCB for review and approval.
- NAS Architecture/NAS 1000 series baseline status needs to be reviewed as the NAS baseline as managed and reported by ACM-20 shows a number of outstanding specification change notices with a last document release date in the early 1990s.
- NAS CCB support staff has been working to obtain closure of CCD actions for NAS CCB approved changes. Obtaining the status of the NAS 1000 series documents will significantly increase the number of CCDs closed for the NAS CCB.
- CCB Charter and Operating Procedures activity continues. TIPT and AWP CCB Charter have been signed. ATB and PS&F CCB Charters are currently in review.

Status of NAS CM Operations

Karen Burcham and Laurel Neff of ACM-10 provided a briefing on the CM Evaluation findings and recommendations that were pertinent to the CMSG. The selected findings included:

- CMSG composition and meeting regularity
- Agency CM Strategy
- Performance-based goals and metrics
- Change process efficiency
- CCD closure
- CM training

CM Automation Implementation Status

Faye Jordan, ACM-20 provided a brief history of WebCM and how it came to be the tool selected for implementation nationally. Peter Nguyen, ACM-20 briefed members on the implementation Agency CM vision, current status and the integrated electronic records management (iERM) approach. By September 2003, the web-based national CM tool suite will provide for automated case file/NCP processing, consolidated CM data repository, integration with other key tools (e.g., CATS-I, Mod Tracking, CM Online.), and program support library (PSL) interfaces.

NAS Technical Architecture

Ann Tedford, ASD-100 briefed the CMSG on the implementation of the NAS Architecture. She reviewed the Agency's strategy for NAS modernization, the CATS-I tool suite and system engineering and the NAS. The purpose of the Architecture is to help decision-making in the Agency. It defines the goals for where the Agency is going and the transition for how to get there. The CATS-I tool is an interactive web-based tool that provides users with different views of the NAS. CATS-I reflects FAA decisions, aviation community work in progress project alignment to the FAA budget and forecasts for costs, schedules and interdependencies. The System Engineering Council (SEC) has developed a draft of the System Engineering Manual (SEM) that defines and standardizes the system engineering processes and activities to ensure a uniform understanding and application of system engineering across the agency.

CM Relationships and Agency Awareness

Rebecca T. King, ACM-1 discussed the importance communicating the importance of the CM discipline. The Agency needs to find a way to include CM activities in individual performance plans. ACM-20 has embarked on an investment analysis activity to include CM requirements with associated costs and obtain JRC agreement on the importance of CM and the need for consistent funding from year to year. The Agency has a CM process that allows for the management of the NAS from the top level to the lowest level. It is important to be able to provide oversight and monitoring and have the ability to capture and/or correct deviations to the NAS baselines or the Agency cannot manage what it has.

Action items are summarized in the table at the beginning of these minutes.

Ms. King summarized the meeting and suggested the next meeting might focus on the CMPP and CMSG Charter and Operating Procedures. Ms. King thanked the CMSG members for their attendance and for their support. The meeting adjourned at 1:00 PM.

CMSG Meeting Attendees

NAME	ORGANIZATION	TELEPHONE
Rebecca T. King, Chair	ACM-1	202.358.5294
Karen Burcham	ACM-10	202.385.7218
Laurel Neff	ACM-10	202.385.7222
V. Faye Jordan	ACM-20	202.385.7275
Darrell Wyrick	ACM-20	202.385.7287
James Winbush	ACM-20	202.385.7289
Peter Nguyen	ACM-20	202.385.7285
Avdesh Kaushiva	ACM-20	202.386.7288
Wilnette Cook	ACM-20	202.385.7298
Don Lombard	AFZ-700	202.267.8511
Jim Williams	AND-300	
Jim Rizzolo	AND-700	202.493.4723
Guillermo Sotelo	ANI-6	202.267.3267
Juaida Norrell	AOP-300	202.267.5823
Roger Mull	AOS-2	202.267.3052
Steve Norbrey	ARQ-200	202.385.7775
Ann Tedford	ASD-100	202.385.7250
Wilmer Hunter	ATB-300	202.264.3027
Denise Glass	ATB-310	202.264.3003
Allen Dames	AUA-400	202.493.0044
Dave Ford	AUA-600	202.366.4756
Anthony Ianni	ACM/SETA	202.548.5525
John Thomas	ACM/SETA	202.548.5537
Jane Austin	ACM/SETA	202.548.5262